

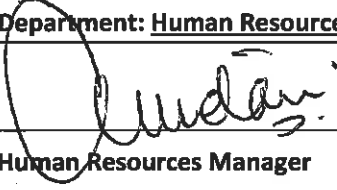
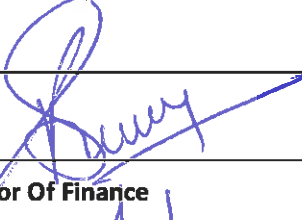



AN IHG HOTEL

DUBAI - AL BARSHA

Holiday Inn Dubai – Al Barsha

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LOCAL POLICY AND PROCEDURE		
Department: <u>Human Resources</u>		Effective From: <u>March 01, 2018</u>
		
Human Resources Manager	Director Of Finance	Chief Executive Officer
Date : <u>Feb 27, 2018</u>	Date : <u>28/2/18</u>	Date :

GIFTS & GRATUITIES

OBJECTIVE:

To define the Hotel’s position regarding the practice of accepting personal gifts and gratuities.

Policy

- The solicitation or acceptance of personal gifts, gratuities, favors, or kickbacks by Holiday Inn Al Barsha Dubai employees is prohibited, except when it might be inappropriate or insulting to refuse the gift offered, and the value of the gift is nominal.
- This policy is not intended to eliminate ethical activities such as business luncheons or the exchange of token mementos of nominal value. However, such activities should be kept to the minimum level necessary for maintaining effective business relationships.

Definitions

- Gift/Gratuity/Favor - The use of property or facilities, gift certificates, entertainment, or other items of value extended to Holiday Inn Al Barsha employees or their families, subcontractors or consultants.
- Kickback - Any money, fee, commission, credit, gift, gratuity, object of value, or compensation of any kind that is provided by a guest, supplier, directly or indirectly, to any employee for the purpose of improperly obtaining or rewarding favorable treatment.

PROCEDURE:

- Every effort should be made to refuse politely all offers of gifts from vendors.
- When it might be inappropriate or insulting to refuse a gift offered, the gift is to be accepted in the name of Holiday Inn Al Barsha Dubai and, if over 50 Dirham, must be reported to the Human Resources Manager and Director of Finance of the hotel. Management will determine a suitable distribution for the gift.
- Violations of this policy should be reported to the Human Resources, which will work with Finance to investigate in coordination with Security if required. Inconsistent with Hotel policy and Procedure, disciplinary action will depend upon the extent of or potential for damage to Holiday Inn Al Barsha Hotel and can range from reprimand to termination of employment.

AMENDMENT

- Holiday Inn Al Barsha Dubai reserves the right to amend the contents of this policy, as deemed necessary without prior notice.